

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Legal Officer ( Taxation )</u>	CLASSIFICATION CODE: <u>02991400</u>
	SALARY RANGE: <u>133, \$50384 - 57068</u>	REFERENCE POSITION NO.: <u>2452-10000-142</u>
	Department or Agency Name <u>Administration</u>	APPLICATION PERIOD: <u>4/12/04 - 4/18/04</u>
	<i>Division/Section/Unit</i> <u>Taxation / Collections</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>1st ( Monday - Friday )</u>	Job Location: <u>One Capitol Hill, Providence, RI 02908</u>
	Restrictions/Limitations: <u>n/a</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	To serve as Legal Officer for the Tax Administrator with responsibility for performing the work of a staff engaged in providing legal services and services for the Division of Taxation; to participate in the formation of overall policy and draft statements of such policies; to provide legal assistance to Section Chiefs of the Division of Taxation as required in the carrying out of their functions; and to do related work as required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from an accredited Law School; and <b>Experience:</b> Such as may have been gained through: employment or practice in a responsible capacity involving the examination, development and adjudication of tax claims or matters of a similar nature authorized by law, and involving the interpretation of law and application of pertinent laws, rules and regulations, decision, or policies. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>SPECIAL REQUIREMENT:</b> Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Elaine Friday Division of Taxation One Capitol Hill Providence, RI 02908	Telephone #: <u>222-2956</u> Fax #: <u>222-6006</u> TTY/TDD #: <u>222-6287</u> (Telecommunication Device for the Deaf)

